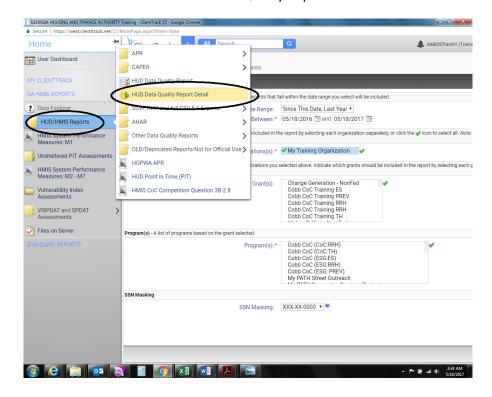
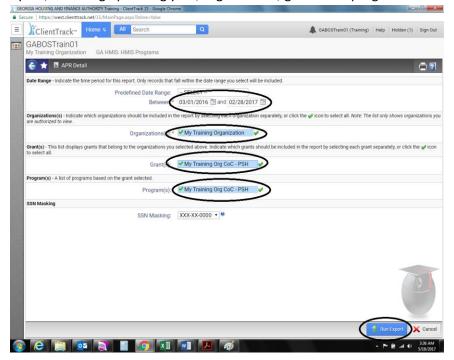


# **Running Data Quality Detail Reports**

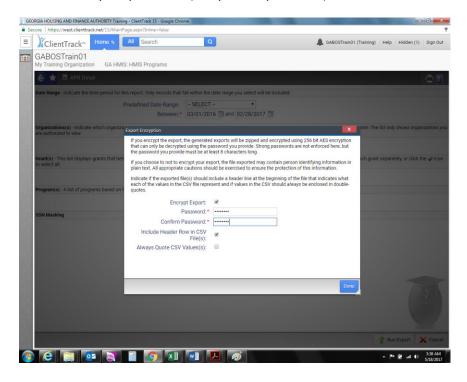
Click on HUD Data Quality Report Detail



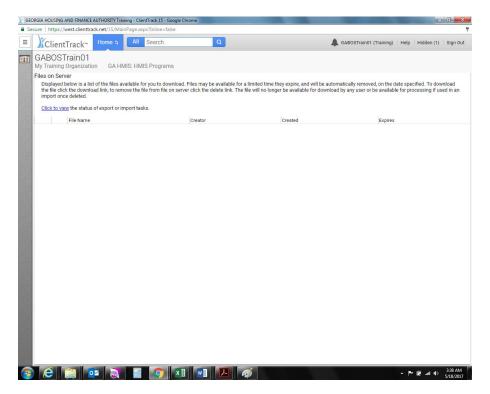
Set your outputs, including operating year, organization, grants and programs. Hit Run Export.



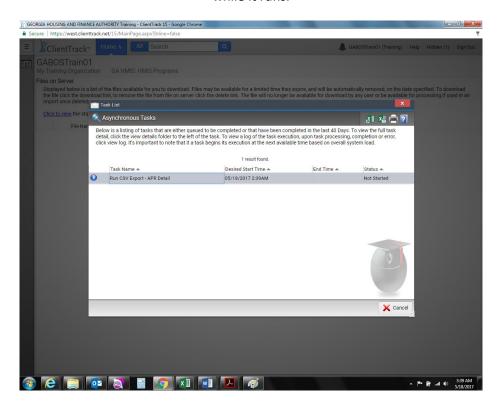
## Enter your password (not your CT password) and hit Done



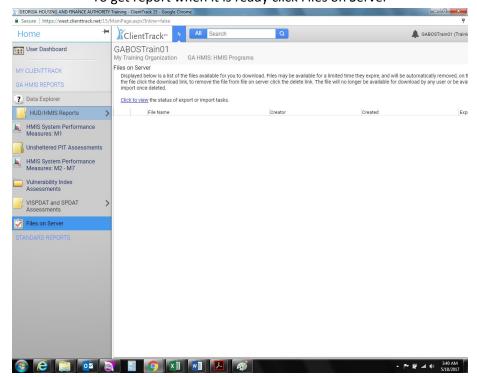
You will be taken to this screen. To see the status of your report click hyperlink "click to view" button



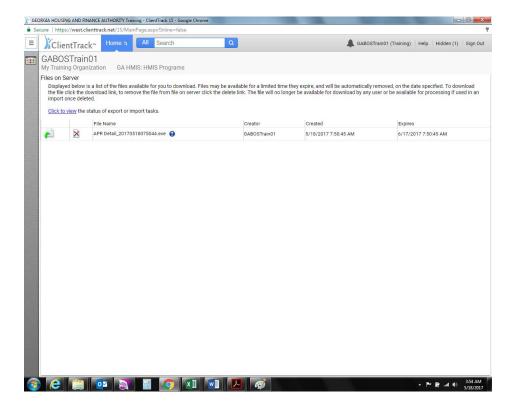
You will see this message that says your report is in the queue. You may go back to other work in CT while it runs.



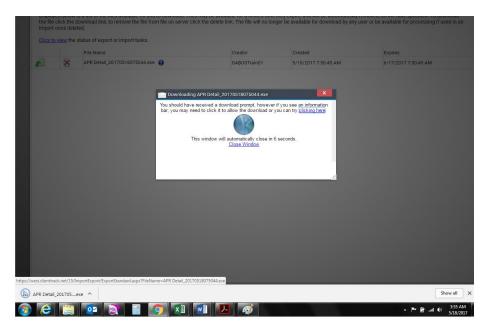
To get report when it is ready click Files on Server



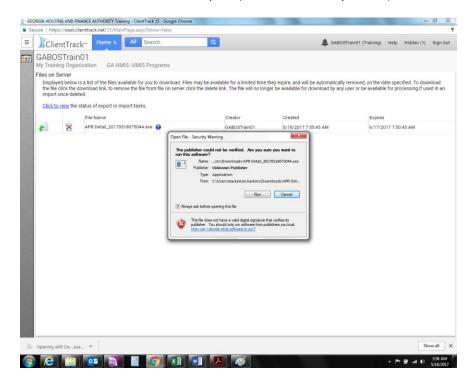
#### Click the green arrow icon to begin download



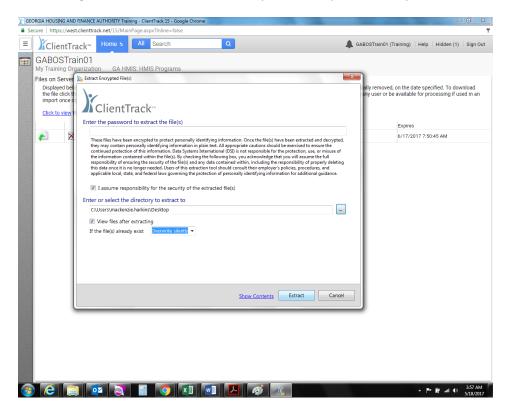
The report will begin to download



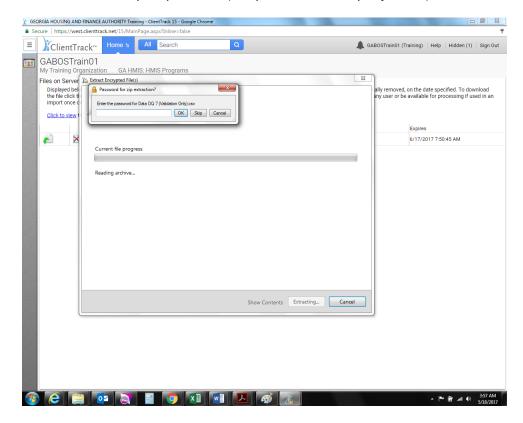
#### Choose to run the report (it is not a security threat)



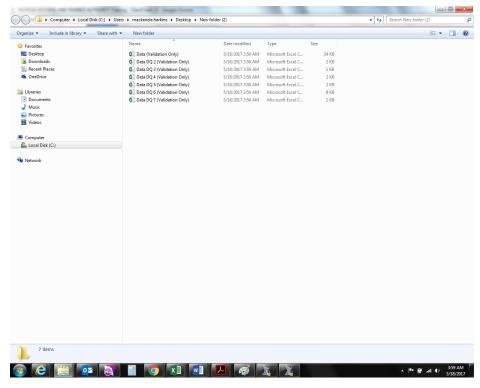
Choose where the file will download. Remember, this is seven separate CSV's so creating a new folder for them to go is ideal. It can be either on your desktop or a file in your documents.



### Enter your password (not your CT, the one you just did)



Your files will extract to the location you chose and a new window will open up with the files. You will make sure that seven files are visible.



Click any of the files and it will open to give you your direct data quality issues for correction

